

## AGREEMENT

This Agreement, made this 19<sup>th</sup> day of May, 2003 by and between the Washington County Commissioners representing the Washington County Assessor, hereinafter referred to as the ASSESSOR and the APPRAISAL RESEARCH CORPORATION, 101 East Sandusky Street, Findlay, Ohio (a corporation licensed to conduct business in the State of Indiana), hereinafter referred to as ARC,

WHEREAS, the Assessor may, from time to time, require the services of a qualified and expert appraiser for Statistical Analysis and Reporting activities including, but not limited to, reading, analyzing, interpreting and evaluating the before and after picture of a project, and

WHEREAS, the Assessor may, from time to time, require the services of a qualified appraiser for equalizing property located within the county through statistical reports including, but not limited to developing neighborhood factors, co-efficient of dispersion, mean, median and other reports as deemed necessary by the Department of Local Government Finance, and

WHEREAS, the final report to the Assessor shall be provided in both electronic and written format, and

WHEREAS, ARC is authorized by the State of Indiana to conduct such activities within the State,

NOW, THEREFORE, be it agreed as follows:

The Assessor desires and requires that ARC make available these services.

The Assessor will give ARC a minimum of thirty (30) days to respond to and/or complete an assigned task; however the services shall be completed as quickly as possible.

The Assessor will not divulge to any person or entity, other than those employed in the Assessor's office, any System or Operating Procedure, or any material or information that is noted as proprietary.

## ARC RESONSIBILITIES

ARC shall:

1. Provide a neighborhood factor with supporting documentation, provided by the county, for each residential neighborhood located within the County.
2. Provide a sales ratio study that produces the median and co-efficient of dispersion for Residential, Commercial and Industrial improved and vacant property classes.
3. Provide an assessment to assessment ratio study for agricultural vacant property class.



4. Provide an electronic and written report detailing the statistical analysis used in accomplishing the above duties.

#### ASSESSOR RESPONSIBILITIES

The Assessor shall:

1. Provide in electronic format, data entry into a spreadsheet, each sale between January 1, 1998 and December 31, 1999 or any other sale deemed necessary for the execution of the contract as well as the sale date and amount.

#### FEES

As consideration for all goods and services spelled forth in this contract, the Assessor shall pay ARC a total of TWELVE THOUSAND DOLLARS (\$12,000.00).

#### BILLING

ARC shall bill the Assessor for the services rendered at the end of each month in which they are rendered.

#### NON-DISCRIMINATION

There shall be no discrimination against any employee who is employed in the performance of the services specified by this Agreement because of race, religion, color, sex (meaning gender), or national origin.

#### INSURANCE AND WORKER'S COMPENSATION

ARC shall carry automobile, public liability and worker's compensation in the minimum amounts as follows:

Type	Coverage	Amount
Automobile	Bodily Injury	\$100,000/300,000
Automobile	Property Damage	\$100,000
Public Liability		\$100,000/300,000
Worker's Compensation		Statutory requirement

If requested, a certificate from an insurance carrier authorized to do business within the State of Indiana shall be furnished to the County Assessor attesting to the above coverage.



## GENERAL PROVISIONS

The appraisal services set forth in this agreement shall begin within ten (10) days of ARC's receipt of assessed values, in electronic data form, from the Assessor. These services shall continue until either party of said services gives written notice of termination or until the work is deemed complete as certified by the Assessor. Such notice shall be given thirty (30) days before termination is implemented.

Employees of the Contractor assigned to the project shall first be approved by the Assessor.

There shall be no departure from the terms of the contract or no change or alteration of the contract without the written approval of the both parties.

The progress of the services shall be reported during the course of the project from time to time as requested by the Assessor.

There shall be no subcontracting of all or any part of the services provided under this contract without the written consent of the Assessor being obtained prior to the execution of the subcontract.

All employees of the contractor engaged in fieldwork shall be provided with a proper identification card approved by the Assessor.



IN WITNESS WHEREOF, Assessor and ARC have caused this Agreement to be executed effective as of the day and year first above written.

WASHINGTON COUNTY, INDIANA

Jimmy Roberts  
Commissioner

Michael Gormley  
Commissioner

Date: 5/19/03

Date: 5/19/03

Shelly E. Lister  
Commissioner

Date: 5-19-03

ATTEST

Lane Sullivan  
Washington County Auditor

Engel Trullinger  
Washington County Assessor

Date: 5/19/03

Date: 5-19-03

APPRAISAL RESEARCH CORPORATION

Virginia R. Whipple  
Virginia R. Whipple AAS  
Regional Manager

Date: 5-5-03

